

LAPWORTH PLAYERS – JOB DESCRIPTIONS

STAGE MANAGER

CASTING

- It is possible that the Producer may ask you to sit on the casting panel. If so, your duties will be to listen to the readings, make informed criticisms and help formulate a suitable cast for the play.

PRODUCTION PLANNING

- Meet with the Producer and other key back stage people to discuss the production
- With the Producer discuss and appoint the following team
 - Lighting Technician
 - Sound Technician
 - Construction gang for the set building
 - Stage hands for moving scenery etc.,
- Compile duty lists for the above people
- Make sure every one has been given a rehearsal schedule by the production assistant
- Attend all back stage meetings to discuss design, logistics and limitations if any.
- Make sure you obtain a list of all the people involved from the PA

BUDGET

- Discuss costs for the set with the producer. Obtain guidelines from the treasurer if necessary.

REHEARSALS

- Attend all rehearsals.
- Mark up Stage Mangers script to match that of the producers. This could be done during the blocking rehearsals.
- Set stage scenery and furniture as required by the producer for the particular scene or act to be rehearsed. Substitutes can be used until the real set/furniture materialise.
- Advise producer if problems of a backstage nature arise.
- Co-ordinate lighting and sound technicians
- Try to have the set in place as soon as possible. This will give everyone involved time to rehearse with it. Acting, setting props, changing scenes, sound and lights, curtains. The whole production will benefit and become a slick operation, rather than a last minute panic.

SET CONSTRUCTION SESSIONS

- Ensure the construction gang know when the building sessions are.
- Supervise construction and painting
- Ensure the Hall is tidy after each session

TECHNICAL, DRESS AND PRODUCTION RUN.

- Ensure scene changes are as speedy as possible
- Make sure Actors leaving the stage leave quickly and are not met with oncoming scenery or props.
- Ensure Props and scene shifters work in co-operation
- When all is in place and props and scene shifter are off stage get actors on ASAP
- Inform the sound and lighting technicians that all is set to go.
- In the interval cue house lights up, and sound if background music is required
- At the end of the interval ensure front of house have cleared the Hall, and that all actors are ready and in place
- Cue Lights to indicate that the performance is about to begin.

POST PERFORMANCE

- Organise the set builders to dismantle the set. Store anything useful in the shed. The key to the shed is on a hook stage left by the telephone. Check this, it may have moved.
- Some items which cannot be recycled may be burnt at the back of the Hall. Do not leave a fire unsupervised and make sure it is fully extinguished before leaving the Hall grounds.
- See that everything is put away tidily, all tables and chairs stacked at the back of the Hall
- Replace all tabs and drapes

GENERAL

- Actors can be precious/racked with nerves. Indulge them, encourage a team spirit at all times and discourage any possible 'us and them' situations developing amongst your crew.